

"TAKING AN EXTRA STEP TOWARDS EDUCATIONAL EXCELLENCE" BECAUSE YOU MATTER!

STAKEHOLDERS HANDBOOK



ALABAMA
OPPORTUNITY
SCHOLARSHIP FUND



TEA ACADEMY
**PEACE OF MIND
THE ELITE LEARNERS!**
Elevated Learning: 3.2 GPA Minimum



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GREETINGS

Dear Parents and Guardians,

At Talent Education & Art (TEA) Christian Academy, our mission goes beyond traditional schooling; we are dedicated to cultivating the divine potential within every student. As we look toward the upcoming academic year, our faculty and staff are energized and ready to partner with you in shaping a future where your child excels—not just in college, but in life.

We believe that a premier educational experience is built on the bedrock of a strong "Triple-Cord" partnership: the student, the family, and the school. This handbook serves as your roadmap for the journey ahead, outlining the policies and standards that ensure a safe, rigorous, and inspiring environment for all.

Success at TEA Academy is a collaborative effort. We invite you to stay deeply connected to our community by:

- Active Engagement: Utilizing the school portal and website for real-time updates on academic progress and upcoming milestones.
- Leadership & Service: Joining our Parent Taskforce Association (PTA) to help steer the vision of our school.
- Presence: Celebrating your child's growth at our awards programs, theatrical productions, and recitals.

Your involvement is the greatest catalyst for your child's achievement. By becoming a true partner in this journey, you are helping us foster a year of unprecedented growth, discovery, and excellence.

Welcome to the TEA Academy family. Together, let us make this a landmark year of learning and growing!

In Service and Education,

The Faculty and Staff of TEA Christian Academy, Inc.

Sincerely,

Maggie McElroy-Washington, PhD, MBA



Founder/Principal/Director of Research & Development

WELCOME LETTER

Welcome to the Talent Education & Art (TEA) Christian Academy, Inc. As we navigate the complexities of education and all that goes into it, your insight and partnership remain our most valuable assets. This handbook is designed to provide you with the framework, communication protocols, and strategic milestones necessary for our collective success. We look forward to achieving our ongoing objectives together.

Warm Regards,

Frank Lee

Honorable Frank Lee, Board Chairman

"Behind Every Data Point is a Person"

"In the world of analytics, it's easy to get lost in numbers, spreadsheets, and trends. In our department, we track critical metrics like **attendance patterns, academic grades, and behavioral data**. But I want to remind you of a fundamental truth: **every single data point we measure represents a human story**.

A drop in attendance isn't just a missed day; it's a student who might be feeling disconnected. A slip in grades isn't just a lower percentage; it's a student facing a hidden challenge. A change in behavior is often a silent cry for support. We don't track this data to judge or label—we listen to the data so we can intervene with empathy before a student falls through the cracks.

As student staff, you are the bridge between the numbers on my screen and the hearts in our community. Your daily interactions give our data context. By listening with your heart, you help us turn these analytics into actionable, life-changing support for our students and their families. You are a major part of TEA Academy's local, state-wide National and International analytics. You can help or hinder our data.

Respectfully,

Corky Reams, Director
Continuous Improvement & Analytics

Corky Reams

BOARD OF TRUSTEES

The Board of Trustees of Talent Education & Art Christian Academy, Inc. provides governance, strategic oversight, and accountability to ensure the academy fulfills its mission of educational excellence and Christian values. The Board is responsible for the approval and enforcement of all school policies contained herein.

Name & Title	Role
Honorable Frank Lee	Board Chairman
Amanda A. Turner	Financial Consultant/Co-Chairman
TBA	Compliance Officer
Leon Allen	Christian Advisor/ Counselor
La'Porsha McElroy	Performing Arts / Mentor
Jimmie Ware	Business Community/Public Relations
Corky Reams	Director of Continuous Improvement/Analytics Assessment

SCHOOL HISTORY

TEA Christian Academy, Inc. is a Christian-based school, which was founded in August 2010 in Montgomery, Alabama by Maggie McElroy-Washington, her husband Victor Washington, and their children. They were determined to execute a warm, compassionate, comfortable, caring and learning environment, where students are not judged negatively or bullied, but treated with love, dignity and respect in a Christian environment.

STUDENT'S CREED

I have a purpose for being on this earth; I have higher standards to uphold; that includes everything that is good, pure, noble, honest and true. I have plans to help make a difference in the world.

Therefore, my life all starts with me! I am somebody.

- | | |
|---|---|
| <ul style="list-style-type: none">• I will use my time wisely every day. | I will remember the Sabbath day. |
| <ul style="list-style-type: none">• I will learn something new every day! | <ul style="list-style-type: none">• I will honor my father and my mother. |
| <ul style="list-style-type: none">• I will work hard toward being successful every day. | <ul style="list-style-type: none">• I will not kill. |
| <ul style="list-style-type: none">• I will respect myself and others at all times. | <ul style="list-style-type: none">• I will not steal. |
| <ul style="list-style-type: none">• I will have no other Gods before Thee. | <ul style="list-style-type: none">• I will not bear false witness against my neighbors. |
| <ul style="list-style-type: none">• I will not use the name of the Lord (my God) in vain. | <ul style="list-style-type: none">• I will not covet anything that is my neighbor's |

NON-DISCRIMINATION STATEMENT

TEA Academy, Inc. admits students of any race, color, gender, religion, sexual orientation, national or ethnic origin with all the rights and privileges to programs and activities. We do not discriminate in the admission of students or the recruiting of faculty and staff.

SCHOOL SCHEDULE

School starts at 7:30 AM and ends at 12:30:00 PM. Thursday Schedule: 7:30 AM-4:30 PM

Monday-Wednesday Thursday: 7:30 AM- 4:30 PM Friday IX (2Hours) Core Classes

Standard School Day Schedule

MONDAY-WEDNESDAY

Time	Activity
7:30 AM	Arrival / Doors Open
7:30 AM – 7:50 AM	Morning Prep
7:50 AM – 8:00 AM	Devotion
8:00 AM – 8:55 AM	English
8:55 AM – 9:00 AM	Passing Period (5 min)
9:00 AM – 9:55 AM	Math
9:55 AM – 10:00 AM	Passing Period (5 min)
10:00 AM – 10:15 AM	Morning Break
10:15 AM – 11:10 AM	Science
11:10 AM – 11:15 AM	Passing Period (5 min)
11:15 AM – 12:10 PM	History

Thursday: Extended Elective Day

Focused on Life Skills and specialized Electives

Time	Activity
7:30 AM	Doors Open
8:00 AM – 9:00 AM	Chapel
9:00 AM – 9:05 AM	Passing Period (5 min)
9:05 AM – 10:00 AM	Life Skills
10:00 AM – 10:15 AM	Morning Break
10:15 AM – 4:30 PM	Elective Rotations / Deep Dive

Thursday: Extended Elective Day
Focused on Life Skills and specialized Electives

Time	Activity
7:30 AM	Doors Open
8:00 AM – 9:00 AM	Chapel
9:00 AM – 9:05 AM	Passing Period (5 min)
9:05 AM – 10:00 AM	Life Skills
10:00 AM – 10:15 AM	Morning Break

Monday-Wednesday Thursday: 7:30 AM- 4:30 PM Friday IX (2Hours) Core Classes

10:15 AM – 4:30 PM

Elective Rotations / Deep Dive

Available Electives

****On Thursdays, students can participate in the following tracks:**

**ARTIFICIAL INTELLIGENCE (AI)
FASHION DESIGNING
MODELING-DANCE-BATON TWIRLING
SMALL RATIO**

**CHOIR
CANVAS ART
KEYBOARDING
CULINARY ART**

**VOICE-OVER (VO) PRODUCTIONS
COMMERCIAL PRODUCTION
INFORMATION TECHNOLOGY (IT)
CYBER SECURITY**

PROGRAMS & ACTIVITIES

Category	Activities
Performing Arts	Acting/Drama, Dance, Choir, Baton Twirling
Spirit & Performance	Drum-Line, Step-Team
Athletics	Sports
Special Events & Outings	Field Trips, Movies
Academic & Personal Growth	Summer Enrichment, Modeling

ORGANIZATIONS

- Student Government Association (SGA)
- Parent Taskforce Association (PTA)
- Student Leadership Ambassadors (SLA)
- Honors Club
- Dramatic Guild

TARDIES

School begins at 7:30 AM. All students are expected to be in class and on time. Students will have five (5) minutes between periods to change classes. Anyone reporting to school after 7:30 AM must report to the office for a pass. Students who are late for classes are marked as tardy/unexcused by the teacher. Multiple tardies will result in detentions and/or other disciplinary action as determined by the Administration. Students will not be given any make-up work for being late, neither will they be allowed to interrupt class period. Unless parents can show/explain why the student is late, all tardiness will be placed in students' files.

ACADEMIC REQUIREMENTS

All students are required to take a Standardized Achievement Test, which will be given in April. TEA Christian Academy, Inc. has a minimum of 180-day school year (students who are absent more than 20 days are required to make up days during the summer, before advancing to the next grade unless they have an excuse).

- Students must earn 24 credits in order to graduate.
- Students with various learning needs are given the same testing or curricular requirements as regular students if there is no indication in the student's Individual Educational Plan (IEP). We are not equipped to teach students with certain needs; we must conduct an assessment to determine the students' needs.

GRADE SCALE

Grade	Range	Description
A	90–100	Superior Achievement
B	80–89	Work of Good Quality
C	70–79	Acceptable Work
D	60–69	Lowest Passing Grade
F	0–59	Failure
I	—	Incomplete

RESPECT FOR TEACHERS & STAFF

Professional Conduct Toward Staff

Students shall maintain a high standard of courtesy and respect toward all faculty and staff members. All employees of the institution are authorized to exercise oversight and corrective measures to ensure adherence to school policies and safety standards.

STUDENT ABSENTEEISM

Documentation Requirements

Written Excuse Submission To maintain accurate attendance records in compliance with Alabama State Law, a written excuse must be submitted for every day a student is absent.

- Submission Deadline: Written excuses must be received by the school office within three (3) school days of the student's return. Excuses submitted after this three-day window will result in the absence being coded as "Unexcused."
- Acceptable Formats: Parents may submit excuses via a signed physical note, a scanned document via email, or through the school's designated digital portal.

Parental Excuses vs. Physician Excuses

- Parental Notes: TEA Christian Academy allows up to ten (10) parent-signed excuses per school year for brief illnesses or family emergencies. Once this limit is reached, all subsequent absences must be accompanied by a physician's note to be considered "Excused."
- Physician's Notes: Required for any absence due to a medical appointment or an extended illness (3+ consecutive days). To be valid, the note must include the date(s) of the absence and the healthcare provider's signature.

Attendance Monitoring & Truancy

In accordance with the Alabama Compulsory Attendance Laws, the following interventions will occur for unexcused absences:

Unexcused Absences	School Action
1–2 Days	Parent notification via automated alert or email.
3–4 Days	Mandatory attendance conference with the Principal/Administrator.
5 Days	Referral to the Alabama Early Warning Program (Juvenile Court system).

Excused absences may consist of the following:

1. Sickness – Student is too ill to attend school
2. Death in immediate family
3. Inclement weather that would endanger the life or health of the student or legal quarantine
4. Doctor appointment – Student must have an appointment and must provide an excuse from the doctor's office when returning to school.

Any other absence may be considered unexcused. Students are responsible for assignments and make-up work.

Truancy & Chronic Absence

Alabama law is very strict regarding unexcused absences. Here is how we track and respond to missed time:

- 2 Unexcused Absences: We will contact you to discuss the missing documentation.
 - 5 Unexcused Absences: Mandatory referral to the Alabama Early Warning Program (Juvenile Court system).
 - 15 Total Absences: This is considered "Chronic Absenteeism" by the state. At this stage, a formal academic review is required to determine if the student can receive credit for the year.
-

RETURNING TO SCHOOL AFTER BEING ABSENT

On the day a student returns to school after being absent, the student is required to present a written note to the office from the parents or legal guardians to explain the absence. When the excuse is presented to the office, a slip will be issued stating whether the absence is excused or unexcused.

LEAVING SCHOOL WITHOUT PERMISSION

Unauthorized Campus Departure To ensure the safety and accountability of every student, TEA Academy maintains a closed campus. Students are strictly prohibited from leaving school grounds during instructional hours without express authorization from the Front Office. In the event of an early departure, a school official must speak directly with a parent or guardian to verify the request before the student is permitted to check out.

EVIDENT BASED DOCUMENT

Video Surveillance – Parent and Guardian Viewing Prohibition

In accordance with Alabama law governing the protection of school security systems, Talent Education & Art Christian Academy prohibits parents, guardians, and other family members from viewing, inspecting, or receiving copies of any campus video surveillance footage.

Authority

- Under Ala. Code § 36-12-40, "records concerning security plans, procedures, assessments, measures, or systems, and any other records relating to, or having an impact upon, the security or safety of persons, structures, facilities, or other infrastructures" are expressly exempted from public inspection.
- The same statute provides that disclosure that "could reasonably be expected to be detrimental to the public safety or welfare... shall be exempted"

Policy

1. All video and audio recordings captured by school security cameras are designated as confidential security records.
2. No parent, guardian, or unauthorized third party shall be permitted to view, review, or obtain any surveillance footage, regardless of whether the recording includes their child.
3. Access is restricted solely to school administrators, designated safety personnel, and law enforcement officials acting within the scope of an official investigation.
4. This prohibition is necessary to:
 - *preserve the integrity of the school's security system,
 - * protect the privacy rights of all students and staff captured on video,
 - * prevent the disclosure of information that could compromise campus safety.

Any request for camera footage by a parent or guardian will be denied pursuant to Alabama's security-records exemption and the school's duty to maintain a safe, orderly Christian learning environment.

Adopted: August 2018– Montgomery, Alabama

TEA Christian Academy, Inc. Board of Trustees

TRUANCY



Alabama Compulsory Attendance Overview (Ages 6–17)

Under Alabama Code § 16-28-3, every child between the ages of 6 and 17 must attend a public school, private school, church school, or be instructed by a qualified tutor.

Policy Area	Legal Requirement
Responsibility	The parent or guardian is legally responsible for the child's regular attendance.
Private School Duty	Private schools must keep an attendance register and report absences to the local Superintendent.
Definition of Truancy	In Alabama, a child is considered truant after 7 unexcused absences in a school year.
The "5-Day" Rule	After 5 unexcused absences, the school is required to initiate a truancy conference with the parent.



The Truancy Timeline (State of Alabama)

If a student at TEA Christian Academy is struggling with attendance, the following legal steps typically apply:

- 1st–2nd Unexcused Absence: The school should notify the parent (phone call or email).
- 5th Unexcused Absence: Mandatory Truancy Conference. The school must meet with the parent to implement an attendance improvement plan.
- 7th Unexcused Absence: The school may file a complaint with the Juvenile Court or the District Attorney's "Early Warning" program.
- 10th Unexcused Absence: Continued unexcused absences can lead to a "Contributing to the Delinquency of a Minor" charge against the parent, which is a Class A Misdemeanor.

Emergency Evacuation Policy

The Core Mandate

To ensure the safety of all participants and staff within our Elevated Learning environment, fire drills will be conducted Quarterly to ensure everyone is familiar with exit routes and assembly protocols.

Immediate Action Protocol (The Alarm)

Upon the sounding of the fire alarm, all activities must cease immediately. There are no exceptions for exams, lectures, or meetings.

- **Power Down:** If safe, quickly turn off high-heat equipment (coffee makers, lab tools).
- **Leave Belongings:** Do not stop to collect personal items or backpacks.
- **Exit Calmly:** Walk—do not run—to the nearest marked emergency exit.

Evacuation Routes & Assembly

- **Evacuation Maps:** Clearly marked maps are located next to the primary exit of every room.
- **Primary Assembly Point:** [Insert Location, e.g., North Parking Lot / Fountain Square].
- **Accountability:** Once at the assembly point, students must report to their designated Safety Lead for a roll call. This is vital to ensure no one is left in the building.

Zero-Tolerance Safety Rules

In alignment with our Zero-Tolerance culture:

- **Obstruction:** Any individual found intentionally obstructing exit paths or tampering with fire safety equipment (smoke detectors, extinguishers) will face immediate disciplinary action.
- **Compliance:** Failure to participate in a scheduled drill or follow the directions of a Safety Lead during an evacuation is a violation of the program's safety code.

Special Considerations for the "Stress-Free" Environment:

- **Accessibility:** If you have participants with mobility challenges, a pre-designated "Evacuation Buddy" must be assigned to them today to ensure they are never left behind during an alarm.
- **Notification:** While surprise drills are necessary for compliance, "Planned Drills" can be announced via email 24 hours in advance to reduce unnecessary anxiety for neurodivergent students or those with high-stress sensitivities.

PRINCIPAL'S LIST & HONOR ROLL

- **Principal's List:** Student must earn As in all subjects.
 - **Honor Roll:** Student must earn all As and Bs in every subject.
-

REPORT CARDS

Students receive a report card each grading period, which parents are to sign and return to school. All report cards are given out on Thursday following the end of the nine (9) weeks period, and must be returned within 3 school days. Report cards will not be issued until all fees are current, this includes ALL transcripts, and progress reports.

CELL PHONES

Students may use cell phones before and after school only. Cell phones are not allowed once school starts. All students must have a computer, tablet or notebook — NO PHONES in class.

- **First Offense:** Student will not be allowed to bring a phone to school for 4 weeks.
- **Second Offense:** Additional discipline will be at the discretion of the Administration, which could mean being expelled.

K-4 grade students are not allowed to bring cell phones to school.

TEA Christian Academy is not responsible for any lost, damaged, or stolen cell phones, or electronics.

MEDICATION

If a student takes medication at school, a signed note from a parent must be presented to an office administrator. All medication will be kept and dispensed by staff. Parents are to provide all medications with prescriptions only, and must be in the container provided by the doctor/pharmacy.

DISCIPLINE

Zero-tolerance policies in schools mandate predetermined, severe punishments—typically suspension or expulsion—for specific infractions, regardless of context or intent.

NOTICE OF ENROLLMENT

Pursuant to Code of Alabama (1975) §16-28-7

TO: Superintendent of _____ (County/City) School _____

FROM: Parent/Guardian of (Student Name) _____

DATE: _____, _____

This letter serves as official notice that the student named below is enrolled in a private school and is in compliance with the Compulsory School Attendance laws of the State of Alabama.

Student Information

- Full Name: _____
- Date of Birth: _____ Grade Level: _____
- Residential Address: _____
- City/State/Zip: _____

School Information

Enrollment Reporting Procedures

To ensure your student is legally recognized as a private school student in the State of Alabama, parents must complete the Notice of Enrollment form provided in your registration packet.

1. Obtain Signatures: Both the Parent/Guardian and a TEA Christian Academy Administrator must sign the form.
2. Submit to District: It is the parent's responsibility to deliver this form to the Superintendent's office of the public school district where you reside.
3. Method of Delivery: We recommend sending this via Certified Mail (with a return receipt) or hand-delivering it and asking the district clerk for a date-stamped photocopy for your records.
4. Timeline: This must be done at the time of initial enrollment and does not need to be repeated annually unless the student moves to a different school district.

IMPORTANCE EDUCATION REGULATIONS

While TEA Christian Academy is a Christian-based institution, we operate as a Private School under Alabama law. Unlike "Church Schools," our students are reported directly by the parent to the local superintendent to ensure full compliance with state truancy regulations.

DRUGS & ALCOHOL

Any student in possession or under the influence of any illegal drug, vaping, tobacco products, to include candies or alcoholic beverage will be expelled from TEA Christian Academy. This includes all school activity.

SMOKING & TOBACCO

The possession of tobacco or nicotine-related products on school grounds is strictly prohibited. Students found in violation of this policy will face disciplinary action, including mandatory suspension. This includes vaping or e-cigarettes

WEAPONS

"TEA maintains a zero-tolerance policy regarding weapons. No person shall possess, carry, or have under their control any weapon on school property or at any school-related event. Violations of this policy will result in immediate disciplinary action." See the State of Alabama Code § 16-1-24.1.

VANDALISM & DAMAGE TO SCHOOL PROPERTY

Students, who destroy, vandalize, or misuse school property will be required to pay for losses or damages. Willful destruction may result in expulsion.

VISITORS

TEA is committed to providing a high-quality, structured academic program for all students. To preserve this environment, all guests are required to report to the main office and check in with the Administration before entering campus facilities.

FUND-RAISING

All campus-related fundraising activities must be submitted in writing and receive written authorization from the principal. No student or parent organization may initiate a project or commit to financial obligations without prior approval.

PARENT/TEACHER CONFERENCES

To ensure minimal disruption to the academic schedule, all parent-teacher or administrative conferences must be requested and scheduled through the main office.

SUMMARY OF FEES

Fee	Amount
Returning Students Early Registration (before June 15)	\$500.00 (save \$100.00)
New Students Enrollment/Registration	\$600.00
Testing Fee/Application	\$150.00
Insurance	\$15.00 (Aug) & \$15.00 (Jan)
Facility Fee (all) Families	\$150.00
Student Membership Fee Cognia	\$50.00 Yearly
Extended Care (2 days/week per child)	\$10.00/Per day (ALL)
Extended Care (full week per child, 1:00 PM–5:30PM)	\$50.00/week
Drop In (K–12)	\$25.00/Per day per child
Holiday Care	\$30.00/Per day per child \$75.00 Per week
Late Fee	\$50.00 after the 5th (\$10.00 every 10 days)
Transcripts	\$10.00 per student (per request)
PTA Dues	\$25.00 per family (due during enrollment)

** All Application, Registration, and Enrollment Fees paid to TEA Academy are considered earned upon receipt and are strictly non-refundable and non-transferable. These fees cover the administrative costs of processing applications, conducting entrance assessments, and reserving a placement for the student within our specific grade-level caps.

By submitting payment, you are acknowledging this:

****Withdrawal** of an application or enrollment after payment does not entitle the payer to a refund.

**Fees cannot be applied toward future academic years or transferred to another student.

TUITION PAYMENT

Financial Policies & Tuition Obligations

To maintain the high standard of education and facility operations at our school, all families are expected to honor their financial commitments in a timely manner. The policies apply for the academic year:

1. Payment Schedule & Deadlines

Tuition is billed monthly. Payments are due on the 1st of each month. A 5-day grace period is provided; however, any account not paid in full by the end of the day on the 5th is considered delinquent.

2. Late Fee Structure

Late fees are assessed automatically to delinquent accounts according to the following schedule:

- Initial Late Fee: A 50.00 USD fee is assessed on the 6th of the month.
- Secondary Late Fee: An additional 10.00 USD fee is assessed on the 16th of the month if the balance remains unpaid.
- Recurring Penalties: An additional 10.00 USD will be charged every 10 days thereafter until the account is brought current.

Suspension of Educational Services

It is our priority to keep students in the classroom; however, financial accounts must stay current to sustain operations.

- Attendance Policy: If an account is not brought current by the last day of the month, the student will be suspended from attending classes effective the first day of the following month.
- Re-Entry: Students may only return to class once the outstanding balance, including all accrued late fees are paid in full.

Tuition & Enrollment Fee Arrears Policy

The 30-Day Threshold

Financial consistency is the foundation that allows us to provide an Elevated Learning environment. Tuition is due on the (1st Day of each month, and it late with 50.00 on the next day.

Suspension of Services: If an account remains unpaid—including both monthly tuition and any outstanding enrollment fees—for 30 calendar days past the due date, services will be suspended immediately.

Attendance Restriction: The parent or guardian must keep the child at home starting on the 31st day of delinquency. The child may not return to the facility or participate in program activities until the account balance is brought current.

Enrollment Fees & Re-Entry

Total Balance Due: "Current" status is defined as the payment in full of all outstanding tuition, late fees, and initial or seasonal enrollment fees. Partial payments will not be sufficient to lift the attendance suspension.

Space Maintenance: Please note that while a child is held out due to non-payment, their spot in the program is not guaranteed indefinitely. If the account remains delinquent for more than (45 days) days, the child may be dis-enrolled.

Stress-Free Resolution:

In alignment with our goal of a Stress-Free Environment, we encourage open communication to avoid the anxiety of a sudden suspension:

Early Notification: You will be sent a courtesy reminder at the 10-day and 20-day marks of delinquency.

Payment Plans:

If a family experiences a temporary hardship, a written request for a payment plan must be submitted before the 30-day threshold is reached

Release of Records & Transcripts

The school reserves the right to withhold report cards, diplomas, and permanent academic records (including transcripts for transfer or college applications) for any student whose account has an outstanding balance. All financial obligations must be satisfied before any official documentation is released.

PAYMENT PLAN OPTIONS

1. One payment in full due by August 5th (Yearly) — **5% discount on tuition**
2. Two semester payments (half by August 5th, half by December 5th)
3. Monthly payments on the 1st, no later than the 5th
4. Twelve (12) payments June–May
5. Eleven (11) payments August–June
6. Ten (10) payments August–May

IMPORTANT — PAYMENT METHODS

MONEY ORDERS or CASHIER CHECKS ONLY — NO CHECKS, NO CASH. Tuition is due in full regardless of holidays or student absences. Please use the on-line payment system

www.teachristianacademy.net

Summary Tuition Table

Date	Status	Action/Penalty
1 st	Due	Monthly tuition payment is due.
1 st –5 th	Grace Period	Payments accepted without penalty.
6 th	Delinquent	50.00 USD Late Fee applied.
16 th	Delinquent	10.00 USD Additional Fee applied.
Every 10 Days	Delinquent	10.00 USD Incremental Fee applied.
Last Day of Month	Critical	Deadline to avoid student suspension from class.

MEDIA POLICY

User Posting Guidelines

All members of the TEA Academy community — including faculty, staff, students, parents, alumni, and community members — are expected to conduct themselves responsibly and ethically when using social media platforms. Posts that reference the school, its staff, students, or programs must be respectful, truthful, and must not contain confidential information, defamatory statements, or content that could bring disrepute to the institution.

Staff Use of Social Media Sites

Staff members are prohibited from engaging in social media communications with students on personal accounts. Any official school-related social media communications must be conducted through approved school channels. Staff members must not disclose confidential student information, share images of students without proper consent, or post content that conflicts with the school's Christian values and mission.

Student Use of Social Media Sites

Students are prohibited from using social media during school hours or on school devices for non-educational purposes. Students must not post content that identifies, targets, or harasses other students, faculty, or staff. Students may not create accounts or pages that impersonate or misrepresent the school, its programs, or any member of the school community.

Parental Alumni & Community Use of Social Media

Parents, alumni, and community members are encouraged to engage positively with the school's official social media accounts. All interactions should reflect the values of respect, integrity, and collaboration that TEA Christian Academy upholds. Concerns or complaints should be addressed directly with school administration rather than posted publicly on social media platforms.

Cyber-Bullying Policy

TEA Christian Academy maintains a zero-tolerance policy toward cyber-bullying, WHICH includes, but is not limited to: sending threatening or harassing messages, posting humiliating content, spreading rumors, creating fake profiles, or any electronic communication intended to intimidate, embarrass, or harm another individual. Any student found to be engaged in cyber-bullying, whether on or off campus, will be subject to disciplinary action up to and including expulsion.

NOTICE

Violation of this social media Policy may result in disciplinary action, employment termination, or legal action as deemed appropriate by the Administration and the Board of Trustees.

COMPUTERS/INTERNET USAGE POLICY

Students and staff must adhere to the following rules when using school computers and internet resources:

- Do not damage computers, computer systems, or computer networks.
- Do not use another person's files, folders, or accounts without permission.
- Do not download software, files, or other content without express permission from a teacher or administrator.
- Do not share personal information (name, address, phone number, photographs) online.
- Do not use inappropriate or offensive language in any electronic communication.
- Do not send, display, or access offensive messages or images.
- Use the internet only for educational purposes related to school assignments and approved activities.
- Do not eat or drink near computer equipment.

STANDARD DRESS AND APPEARANCE

Daily Uniform Requirements is designed to foster a focused learning environment and a sense of school pride. Students are expected to arrive on campus in full uniform every day unless otherwise specified.

- Shirts: Solid Purple or Gold polo-style shirts.
- Bottoms: Tailored Khaki or Gray slacks/pants or skirts.
- Neckwear: Coordinating Purple and Gold ties are required.
- Footwear: While specific brands/colors are optional, students must wear appropriate footwear at all times. For safety reasons, flip-flops, slides, and backless shoes are prohibited.

Cold Weather Essentials

When indoors during cooler months, only the following outerwear is permitted: Purple and Gold Dressy Blazer (NO HOODIES) (NO DESIGNS OR LETTERS PERIOD) other than TEA's LOGO or SHIELD.

STATEMENT OF COLLABORATION AND RESPECTFULNESS

A safe, structured, and orderly environment is the cornerstone of our academic program, and a hallmark of our commitment to student success. We believe that a secure and well-organized campus is essential for meaningful learning, serving as a primary indicator of the high-quality education we provide for our students.

LOCO PARENTIS

U.S. Constitution.net weighs in on the subject of In Loco Parentis, a Latin phrase meaning literally “in place of parents.” “As private institutions, private schools are not subject to any restrictions in terms of violations of the rights of students. Hence, while a public school might have to prove that its violations are for a higher purpose or stem from its in loco parentis responsibilities, a private school may set limits arbitrarily.”

STUDENT RIGHTS IN PRIVATE SCHOOL

The rights which you enjoyed as a student in public school are not the same when you attend private school. Everything pertaining to your stay at private school is governed by contract law. This is important to understand when it comes to infractions of discipline rules or code of conduct. Students’ rights in private schools are not the same as those enjoyed in public school systems. The Center for Public Education points out: “The hurdles erected by the U.S. Constitution’s Fourth and Fifth Amendments are exclusive to the nation’s public schools. Private K-12 institutions have far more leeway to conduct unfettered investigations, withhold findings if they choose, and unceremoniously ask a student or faculty member to leave. Tuition and employment contracts rule private school relationships, while America’s social compact and legal contract (the Constitution) govern how public officials must act.”

FIGHTING & BULLYING

Students enrolled at TEA Christian Academy can be assured they will not have to endure fighting, bullying, threats, cruel teasing, inappropriate touching, or any other deliberate acts of aggression. Any student who commits acts of violence will be expelled. As part of our Life Skills class Conflict-Resolution is implemented throughout the educational process.

STANDARDS OF CONDUCT

- I must respect God and all that He represents.
- I must respect and protect others.
- I must respect myself.
- I must respect and value my time.
- I must respect the school property and the property of others.
- I must respect my teachers and administration.
- I must respect the learning process and take pride in completing all assignments.
- I must respect my parents and conduct myself as though my parents are present at all times.
- I must respect and value the opinions of others.
- I must respect positive change and help make a difference in the world.

EXPECTATIONS FROM PARENTS & STUDENTS

- Your child must come to school having had breakfast and adequate rest daily.
- Your child must use appropriate language.
- Your child must come to school dressed in uniform and appropriate size.
- Your child must have all required learning tools daily.
- Your child must treat teachers and staff with respect and uphold high standards.
- Your child must complete homework to the best of their ability, and on time.
- Your child must support the school's philosophy for education.
- Your child must be kept at home when ill.

Student Insurance & Liability

To ensure the safety and well-being of our students, the school maintains a supplemental insurance policy. Coverage and liability details are as follows:

Insurance Fees & Coverage

- **Assessment:** A mandatory insurance fee of 15.00 USD is due twice per academic year, specifically in August and January.
- **Coordination of Benefits:** This policy is designed as supplemental coverage and coordinates directly with the student's primary parental insurance provider.

Liability & Safety Exceptions

While the school takes every precaution to provide a safe environment, the school will not be held liable for injuries sustained due to:

- **Unsafe Behavior:** Horseplay, running in non-designated areas, or general misconduct.
- **Policy Violations:** Failure to follow school safety rules or staff instructions.
- **Improper Attire:** Injuries resulting from wearing inappropriate or prohibited footwear.

Insurance Fees

As you prepare for the upcoming school year, please note that the first 15.00 USD payment for the new term will be due every August and December yearly.

Warning Footwear

"Standard Dress and Appearance" policy, appropriate footwear is required at all times. Injuries resulting from prohibited footwear (such as slides, flip-flops or crocs) are specifically excluded from school liability.

ADMISSION

- **Kindergarten Students:** Basic Admission Interview
- **1st Grade:** Basic placement test administered by staff
- All kindergarten students must be five years of age by December 30.
- All first-grade students must be six years of age by December 30.

SCHOLARSHIPS

Scholarships are available to students who qualify. For more information, visit: www.alabamascholarshipfund.org and <https://classwallet.com>

NON-TRADITIONAL STUDENTS

Non-Traditional students (18 and older) seeking their high school diploma must meet the following requirements:

- Attend class on location 12 hours weekly.
- Utilize the assigned website 4 hours weekly.
- Complete an overview of 9–12 grade work.
- All required fees must be paid. Monthly tuition is due on the 1st with a \$50.00 late fee assessed after the 5th.
- Non-traditional students' monthly tuition is \$600.00 per month

EMERGENCY MEDICAL SERVICE

Emergency Medical Authorization In the event of a medical emergency where neither a parent nor the designated family physician can be reached, parents/guardians hereby grant consent for the school to authorize necessary emergency medical services in accordance with Public Law 31-9.

HEALTH REQUIREMENTS

Mandatory Immunizations To comply with Alabama state law (Code of Alabama 1975 §16-30-4), all students are required to provide an up-to-date certificate of immunization before they can be admitted to class. In Alabama, this document is commonly referred to as the "Blue Card" (Form IMM 50).

CHILD FIND NOTICE & DISABILITY SERVICE

This is a state-supported program where the local public school district provides a team of specialists to do a formal 'deep dive' into how Students learn. (This program provides services to private schools)

In Alabama, Child Find is a legal requirement under the Individuals with Disabilities Education Act (IDEA) and Alabama Administrative Code § 290-8-9-.01. It mandates that all children with disabilities (from birth to age 21) residing in the state regardless of the severity of their disability, must be identified, located, and evaluated.

In accordance with the Individuals with Disabilities Education Act (IDEA) and Alabama State Law, TEA Christian Academy participates in the Child Find process. Child Find is a statewide effort to identify, locate, and evaluate children from birth to age 21 who may have physical, mental, emotional, or learning disabilities and may be in need of special education and related services.

Our Role as a Private School

While TEA Christian Academy is a private institution, we work in coordination with local education agencies (LEAs) to ensure that students who may need services are identified.

- **Referral Process:** If a parent or teacher suspects a student has a disability that impacts their learning, a referral can be made to the public school district in which the student resides.
- **Evaluation:** The local public school district is responsible for conducting evaluations for private school students at no cost to the parent to determine eligibility for special services.
- **Equitable Services:** If a student is found eligible, they may be entitled to "Equitable Services" through a Service Plan (SP) provided by the public school district, which differs from an Individualized Education Program (IEP) used in public schools.

Responsibilities of the Parent:

Request Evaluation: If you suspect your child has a disability, you have the legal right to request a "Full and Individual Initial Evaluation" from your local public school system.

Notification: We ask that parents notify TEA Christian Academy Administrator if they are initiating a Child Find evaluation so that the necessary classroom observations and academic data required by the evaluators

**** TEA Academy does not currently have the specialized tools, staff training, or support resources needed to effectively accommodate students with diagnosed learning challenges.**

Core Philosophy and Standard of Excellence:

Acceptance is based on the student's previous behavioral record and ability to follow school policy.

We are committed to a culture of Elevated Learning, where academic rigor meets psychological safety. Our environment is built on the dual pillars of high expectations and total well-being: we maintain a Zero-Tolerance Policy for any conduct that diminishes the dignity or safety of our peers, ensuring a Stress-Free Sanctuary where the mind is free to innovate, take risks, and excel. Here, your focus is not on surviving the environment, but on mastering the material.

Academic & Environmental Requirements

To maintain the integrity of this "Elevated Learning" space, all participants must adhere to the following standards:

The 3.2 GPA Mandate

- The Baseline: A minimum cumulative GPA of 3.2 is required for active standing.
- The Rationale: This threshold represents more than just a grade; it is a demonstration of consistent engagement and mastery. It ensures that every member of the community is contributing to a high-level intellectual exchange.
- Support: If a student's GPA fluctuates below this mark, an immediate "Academic Restoration" plan is triggered—not as a penalty, but as a bridge to return to excellence.

Zero-Tolerance & Safety

- The Rule: There is an absolute zero-tolerance policy for harassment, discrimination, or intellectual bullying. No meeting will occur if authorities confirm a policy violation.
- The Result: By removing the social stressors of competition and hostility, we create a "low-cortisol" environment. When the brain is not in a state of defense, it is at its maximum capacity for retention and complex problem-solving.

Stress-Free Zone:

- Proactive Design: We utilize clear rubrics, transparent deadlines, and open communication channels to eliminate "administrative stress."
- The Goal: We expect maximum effort, but we provide a framework that eliminates unnecessary anxiety, allowing you to dedicate 100% of your mental energy to Elevated Learning.

Learning Session Schedules & Conduct Policy

1. Elite Elevated - On Location, Morning Session Time: 7:30 am to 12:30 pm Location: On campus, in-person classes
2. Midday Scholars- On Location, Time: 1:00 pm to 3:00 pm Location: On campus, in-person classes
3. Remote/Virtual - Off Campus, Afternoon Session Time: 1:00 pm to 3:00 pm Location: Remote Steep learning

Requirements: Students must log in with official name/account. Avatars are **NOT** allowed.
Conduct Policy - All Sessions

TEA Academy has a ZERO TOLERANCE to nonsense policy.

Any student who is disruptive or "rough" will be:

1. Logged out immediately
2. Asked to withdraw from the school

There will NOT be a meeting, or a second chance.

This policy applies to Elite Elevated, Remote/Virtual Students.

ACKNOWLEDGMENT & SIGNATURE PAGE

Student Acknowledgment

"I/We have read the Handbook in its entirety, and will abide by all contents therein."

Student Printed Name _____

Date _____

Student Signature _____

Parent/Guardian Acknowledgment

"I have read and discussed the Handbook, including the Social Media Policy, with my child."

Parent/Guardian Printed Name _____

Date _____

Parent/Guardian Signature _____

Employee Acknowledgment

"I have read this Handbook in its entirety, including the social media policy. I understand all contents therein and will be governed accordingly."

Employee Printed Name _____

Date _____

Employee Signature _____

Notes:

Please use the space below for any additional notes, questions, or comments:

Talent Education & Art Christian Academy, Inc. | 2637 Eastern Boulevard, Montgomery, AL 36117

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"Taking an Extra Step Toward Educational Excellence" Because You Matter!